



UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D C 20202

JUNE 1990

P-90-11 (LD)

This letter provides information related to the Pell Grant Recipient Data Exchange Program for 1990-91.

Dear Recipient Data Exchange Participant:

This letter and its enclosures describe the Recipient Data Exchange (RDE) specifications and requirements and highlights the changes for the 1990-91 Award Year. These changes will not impact your current automated system(s).

The information provided herein is intended for both current Pell Grant Recipient Data Exchange participants as well as prospective participants. Since this process significantly reduces the paper handling and storage requirements of manual processing, we encourage any interested institution to explore participation in the Pell Grant Recipient Data Exchange Program.

The RDE process is separate and distinct from the Applicant Data Tape process. The Applicant Data Tape service provided by the Federal Student Aid Application Processing System gives application information to institutions; the RDE process allows participating institutions to submit payment data from Part 3 of the Student Aid Report to the Pell Grant Program on magnetic tape or cartridge.

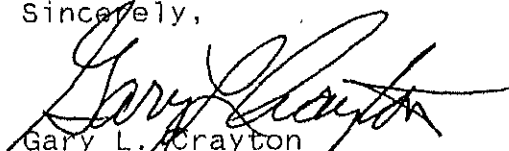
The major changes for the 1990-91 Award Year are as follows:

- o Pell Grant Payment Document (PD) is now the Pell Grant Payment Voucher (PV).
- o Student Aid Index (SAI) is now the Pell Grant Index (PGI).
- o An address change for submitting Processed Payment Data tapes or cartridges, and returning Processed Payment Data and Student Payment Summary (SPS) tapes.
- o Students cannot receive a Pell Grant if they attend an institution on a less than half-time basis.

Page 2 - Dear Recipient Data Exchange Participant

If you have technical questions concerning the Recipient Data Exchange Program, please call (202) 708-7831. If you have Programmatic questions, please call (202) 708-9168.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Crayton", written over the typed name.

Gary L. Crayton
Chief, Pell Grant Branch
Division of Program Operations
and Systems

Enclosures

LISTING OF ENCLOSURES

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ENCLOSURE 1

RDE Institution SAR Data Record Formats, Data Editing and Validation Criteria

Enclosure 1 provides the Institution SAR Data Record formats, data editing and validation criteria for the 1990-91 Award Year. In reviewing your current automated system(s), you should give particular attention to the "Special Considerations Regarding the SAR Record ID, Pell Grant Index and Transaction Number" on pages 18-19. This information does not represent a change in processing requirements under RDE, but failure to adhere to the reporting requirements on SAR Record ID and Pell Grant Index greatly increases edit error resolution at your school. Such errors will also delay posting of such records for purposes of determining your funding requirements.

Test tapes submitted by new RDE participants to meet the test tape requirement, and data tapes submitted for 1990-91 RDE processing, must be in the format described in Enclosure 1 and must conform to the specifications in Enclosures 3, 4, and 5.

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
A. In the SAR Header Record, the following data are required:				
<u>Record Type</u> . Constant of '1'	1	1	Numeric	Must be '1'.
<u>Pell Institution Number of Reporting Institution</u> . Provided on the Statement of Account and Item 1 (Section I) on the Institutional Payment Summary.	2-7	6	Numeric	Must be a valid Pell Institution Number for a participating Independent or Central Campus on the Pell Grant institution file.
<u>Entity Number of Reporting Institution</u> . Provided on the Statement of Account and Item 2 (Section I) on the Institutional Payment Summary.	8-19	12	Alphanumeric	Must be a valid Entity Number for a participating Independent or Central Campus on the Pell Grant institution file.
<u>Ending Date of Period Covered by Report which accompanied the SAR tape</u> . This corresponds to Item 16 (Section II) of the Institutional Payment Summary.	20-25	6	Numeric	MMDDYY format. MM = 01 through 12; DD = 01 through 31; Valid Year ≥ 90
<u>Filler</u>	26	1	Blank	
<u>Ending Year of Award Year</u> .	27-28	2	Numeric	Must be '91'.
<u>Date of Tape Preparation</u> .	29-34	6	Numeric	MMDDYY format. MM = 01 through 12; DD = 01 through 31; Valid Year ≥ 90
<u>Institutional Official's Signature Indicator</u> . Value '1' means that each record has been certified by an authorized school official according to the Certification which appears on the Pell Grant Payment Voucher	35	1	Numeric	Must be equal to '1'. (See Pell Grant Payment Voucher Institutional Certification)

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Filler	36-89	54	Blank	
<u>Financial Aid Service Number.</u>	90-91	2	Numeric; or Blank	Must be BLANK or a valid numeric code representing the Financial Aid Servicer that submits RDE batches for your institution.
Filler	92-100	9	Blank	

B. In the SAR Detail Record, the following data are required:

<u>Record Type.</u> Constant of '2'	1	1	Numeric	Must be '2'.
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SAR Record ID#. This ID consists of three fields defined in positions 2-14. Obtained from the Pell Grant Payment Voucher (Side 2) directly above the "MAKE NO MARKS IN THIS BOX" block, or from the Federal Student Aid Applicant tape. The identifier shown here must agree with the SAR accepted for payment by your institution.

Taken in combination, must uniquely identify a student on the Pell Grant eligible student file (from the Federal Student Aid Application Processing System).

Social Security Number as reported by the student on the original application; or the Federal Student Aid Identification Number assigned in the Federal Student Aid Central Processing System.

2-10	9	Alphanumeric
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If SSN is not available on the original Application, a Federal Student Aid Identification Number is assigned by the Federal Student Aid Application Processing System and is retained in the official SAR Record ID for the remainder of the processing year.

Position 2 - Numeric or dash '-'
Positions 3-10 - Must be numeric.

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
First 2 letters of student's last name, as reported on the <u>original</u> application.	11-12	2	Alphanumeric	May include blanks and special characters.
Transaction Number, as sequentially assigned by the Federal Student Aid Application Processing System.	13-14	2	Numeric	Must be numeric and greater than zero. Must be equal to the Transaction Number from the SAR accepted for payment by your institution.
<u>Pell Grant Index</u> . * Obtained from the Pell Grant Payment Voucher (Side 2) directly above the "MAKE NO MARKS IN THIS BOX" block, or from the Federal Student Aid Applicant tape.	15-18	4	Numeric, Unsigned	Must be less than 2101. Use leading zeroes.
<u>Pell Institution ID of Campus Attended</u> (by student). This corresponds to Item 1 (Side 2) of the Pell Grant Payment Voucher. If the student attends a branch campus of your central administrative office, this is the Pell Institution ID for the campus the student actually attends; in all other cases, the Institution ID of Campus Attended is the same six-digit number that appears on your Statement of Account and IPS (Item 1).	19-24	6	Numeric	Must be a valid Pell Institution ID. Must be a valid Pell Institution ID of an eligible branch campus of your school as <u>listed</u> on your school's Program Participation Agreement if not equal to the Pell Institution Number reported in the SAR Header Record (pos. 2-7).

* See "Special Considerations Regarding the SAR Record ID, Pell Grant Index and Transaction Number" (Enclosure 1 P. 18)

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
Academic Calendar. This corresponds to Item 2 (Side 2) of the Pell Grant Payment Voucher. This is the type of academic term which your institution uses for the student. These data determine which calculation we apply to establish a reasonable ceiling on payments.	25	1	Numeric	Must be equal to '1', '2', '3', '4', or '5'. Must be the code that applies to the student's academic term, as shown below:
			<u>Code</u>	<u>Academic Calendar</u>
			1	Institution does NOT use standard academic terms; but does measure academic progress by <u>credit hours</u> or <u>units</u> .
			2	Institution uses standard <u>quarters</u> and measures academic progress by credit hours.
			3	Institution uses standard <u>semesters</u> and measures academic progress by credit hours.
			4	Institution uses standard <u>trimesters</u> and measures academic progress by credit hours.
			5	Institution measures academic progress by <u>clock-hours</u> .

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Position/Source	Positions	Length	Edit Criteria	Validation Criteria
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Must be consistent with data corresponding to Item 5 (Side 2) of the Pell Grant Payment Voucher. Schools with standard academic terms (Academic Calendar codes 2, 3, 4) must report Enrollment Status as described in position 33 and must leave Hours Expected to Complete (positions 34-37) and Hours In School Academic Year (positions 38-41) BLANK. Schools with Academic Calendar code 1 or 5 must report Credit/Clock hours as described for positions 34-41 and must leave Enrollment Status (position 33) BLANK.

Filler 26 1 Blank Reserved for Pell Grant use.

Cost of Attendance. This corresponds to Item 3B (Side 2) of the Pell Grant Payment Voucher. This figure must be calculated by your school for each student following the Pell Grant regulations. (See the SFA Handbook and 1988-89 Pell Grant Payment Schedule.)

27-31 5 Numeric, Unsigned

Dollars only. Must equal or exceed minimum cost of attendance in Pell Grant Payment Schedule. Use leading zeros.

Verification Status Code. This corresponds to Item 4 (Side 2) of the Pell Grant Payment Voucher. This code indicates the verification method under which you made payment to the student as defined in the Pell Grant Verification Handbook: 1990-91.

32 1 Alpha

Must be equal to 'N', 'A', 'W', 'T', 'C', 'R', or 'S'. CANNOT BE BLANK. Must be the code that indicates the verification method under which you made payment, as shown below:

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria																
<p>You must enter the appropriate code for each data detail record. If a student was <u>not</u> selected for verification by the Federal Student Aid Application Processing System, but <u>was</u> selected for verification by your institution, you enter the code that reflects the verification method under which you made payment.</p>				<table><tr><th>Verification Method</th><th>Code</th></tr><tr><td>Not Selected</td><td>N</td></tr><tr><td>Accurate Data</td><td>A</td></tr><tr><td>Without Documentation</td><td>W</td></tr><tr><td>Tolerance Applied</td><td>T</td></tr><tr><td>Calculated</td><td>C</td></tr><tr><td>Reprocessed</td><td>R</td></tr><tr><td>Selected; not verified</td><td>S</td></tr></table>	Verification Method	Code	Not Selected	N	Accurate Data	A	Without Documentation	W	Tolerance Applied	T	Calculated	C	Reprocessed	R	Selected; not verified	S
Verification Method	Code																			
Not Selected	N																			
Accurate Data	A																			
Without Documentation	W																			
Tolerance Applied	T																			
Calculated	C																			
Reprocessed	R																			
Selected; not verified	S																			
<p>If a student provides you with a reprocessed SAR (i.e. transaction number higher than 01), after the verification process has been completed, and the reprocessed SAR is <u>not</u> a result of verification, enter the code used previously.</p>				<p>If the student was selected for verification by the Federal Student Aid Application Processing System, you must not report 'N'. If the transaction number is 01, i.e., an <u>original</u> application, you must not report 'R' for <u>Reprocessed</u>.</p>																
<p><u>Enrollment Status (Term Based Schools Only)</u>. This corresponds to Item 5A (Side 2) of the Pell Grant Payment Voucher. Institutions which use quarter, semester, trimester, or other standard academic terms and which measure academic progress by credit hours must provide the code that applies to the student's enrollment status at the time the SAR Data record is generated.</p>	33	1	Numeric; or Blank	<p>Must be equal to '1', '2', '3', or '4' where Academic Calendar (position 25) is equal to '2', '3', or '4'. Must be the code that applies to the student's enrollment status, as shown below:</p> <table><tr><th>Enrollment Status</th><th>Code</th></tr><tr><td>Full-time</td><td>1</td></tr><tr><td>1/2 time</td><td>2</td></tr><tr><td>3/4 time</td><td>3</td></tr><tr><td>OTHER</td><td>4</td></tr><tr><td colspan="2">(mixed status or part-time student attending additional terms)</td></tr></table>	Enrollment Status	Code	Full-time	1	1/2 time	2	3/4 time	3	OTHER	4	(mixed status or part-time student attending additional terms)					
Enrollment Status	Code																			
Full-time	1																			
1/2 time	2																			
3/4 time	3																			
OTHER	4																			
(mixed status or part-time student attending additional terms)																				
<p>OTHER applies in two cases: a. The student's enrollment status</p>																				

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only).</u> This corresponds to Item 5B (Side 2) of the Pell Grant Payment Voucher. Institutions which do NOT use standard academic terms and which measure academic progress by credit hours or units, AND institutions which measure academic progress by clock hours, must provide the number of hours the student is expected to complete in all payment periods in this award year.</p>	34-37	4	Numeric, Unsigned; or Blank	<p>b. A part-time student attends more terms than the standard academic year, e.g., all four quarters or both semesters plus the summer term.</p> <p>Must be BLANK where Academic Calendar (position 25) is equal to '1' or '5'. Any data supplied here will cause an assumption to be applied.</p> <p>Must be equal to the number of credit or clock hours you expect the student to complete in <u>all</u> payment periods in the 1990-91 award year where Academic Calendar (position 25) is equal to '1', or '5'. Use leading zeros.</p> <p>Range: 0000-0100 (Academic Calendar of '1') 0000-3120 (Academic Calendar of '5')</p> <p>Example: If the student is expected to complete 300 clock hours in payment period 1 and 350 clock hours in payment period 2, you report 0650 in positions 34-37.</p> <p>Must be BLANK where Academic Calendar (position 25) is equal to '2', '3', or '4'. Any data supplied here is ignored in processing.</p>

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>Hours in School Academic Year (Clock-Hour, Non-standard Term Credit Hour Schools Only).</u> This corresponds to Item 5C (Side 2) of the Pell Grant Payment Voucher. Institutions which do NOT use standard academic terms and which measure academic progress by credit hours or units, AND institutions which measure academic progress by clock hours, must provide the hours in the school academic year.</p>	38-41	4	Numeric, Unsigned; or Blank	<p>Must be equal to the number of credit or clock hours in your school academic year where Academic Calendar (position 25) is equal to '1' or '5'. Use leading zeros.</p> <p>Range: 0024-0100 (Academic Calendar of '1') 0900-3120 (Academic Calendar of '5')</p> <p>Must be BLANK where Academic Calendar (position 25) is equal to '2', '3', or '4'. Any data supplied here is ignored in processing.</p>
<p><u>Amount Paid to Date.</u> This corresponds to Item 6 (Side 2) of the Pell Grant Payment Voucher. This is the dollar amount already paid to the student to date.</p>	42-45	4	Numeric, Unsigned	<p>Dollars only. Use leading zeros. Range: 0000-2300.</p>
<p><u>Adjustment to Amount Paid Code.</u> This corresponds to Item 6 (Side 2) of the Pell Grant Payment Voucher. The code indicates a restoration of funds to the Pell Grant account at your school of payments previously reported to, and accepted by, the Pell Grant Program.</p>	46	1	Alpha; or Blank	<p>Must be equal to 'R' or BLANK.</p> <p>For Recovery (R),</p> <p>a. the record must be an update transaction for a student record previously reported (and retained in Pell Grant files) with the same reporting and attended campuses (position 80 is equal to 'U'); <u>and</u></p> <p>b. the total payment amount (i.e., the sum of the amounts in positions 42-45 and 47-50) must be less than the amount previously reported to, and accepted by, the Pell Grant Program.</p>

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Description/Source

Positions Length Edit Criteria

Validation Criteria

For all other cases, leave this field BLANK.		
Dollars only. Use leading zeros. Range: 0000-2300.	4	Numeric, Unsigned

Note: The sum of Amount Paid to Date and Remaining Amount To Be Paid must be the student's Expected Disbursement (as of the date the SAR Data record is generated).

If a student is expected to be enrolled full-time for a full academic year, the Expected Disbursement is equal to the Scheduled Pell Grant. However, there are a number of conditions where the Expected Disbursement may need to be reduced from the level of the Scheduled Pell Grant. These conditions are:

1. The student's full-time course of study is less than a full academic year in length; or
2. The student is enrolled for less than a full academic year (e.g., second semester only); or
3. The student is enrolled on less than a full-time basis.

Total payment (sum of Amount Paid To Date + Remaining Amount To Be Paid), i.e., Expected Disbursement must not exceed the Scheduled Pell Grant.

If Academic Calendar (Position 25) is '2', '3', or '4', the Expected Disbursement must not exceed the appropriate value for the reported combination of Pell Grant Index and Cost of Attendance as shown on the Pell Grant Payment Schedule for full-time students, or the appropriate Disbursement schedule for part-time students.

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p>If Academic Calendar (Position 25) is '1' or '5', the Expected Disbursement must not exceed the appropriate value for the reported combination of Pell Grant Index and Cost of Attendance, pro-rated according to the number of hours in the School Academic Year that the student is expected to complete, i.e. Expected Disbursement = (Scheduled Pell Grant times Hours Expected to Complete in All Payment Periods), divided by Hours in School Academic Year.</p>				
<p>If the result above exceeds the Scheduled Pell Grant, the Expected Disbursement must be set to the Scheduled Pell Grant.</p>				
<p><u>Number of Remaining Payment Months.</u> This corresponds to Item 8 (Side 2) of the Pell Grant Payment Voucher. This is the number of months in which you will make any remaining payments to the student.</p>	51-52	2	Numeric, Unsigned	<p>Range: 00 through 12. Zero corresponds to "No Further Payments - Student Paid in Full." Use leading zeros. Do not include the number of months corresponding to the payments you have already made, i.e., months you paid the student for the amount included in positions 42-45 above.</p>
Filler	53	1	Blank	Reserved for Pell Grant use.

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
<u>Months in which Remaining Payments will be Made.</u> This corresponds to Item 8 (Side 2) of the Pell Grant Payment Voucher. These codes indicate the month(s) in which you will make any remaining payments to the student.	54-65	12	Numeric; or Blank	Must be BLANK or the last digit of the calendar year in which you will make these future payment(s). If numeric, must be equal to '0' or '1'. BLANK indicates you will make no payment in that month to the student.
Data Record Position corresponds to months as follows:				
<u>Position</u>				<u>Subsequent Month</u>
54				July
55				August
56				September
57				October
58				November
59				December
60				January
61				February
62				March
63				April
64				May
65				June

Example: A '0' in August (position 55) indicates a future payment for summer school during summer 1990 (i.e., at the beginning of award year 1990-91); a '1' indicates a future payment for summer school during summer 1991 (i.e., at the end of the award year 1990-91). A '0' (i.e., calendar year 90) is not valid for January through June.

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Verification Worksheet Completed. This corresponds to Item 4 (Side 2) of the Pell Grant Payment Voucher. It pertains to those applicants selected for verification either by the Federal Student Aid Application Processing System or your institution and for whom the Verification Worksheet generated by the Federal Application System (or a copy of same) was completed.	66	1	Alpha; or Blank	<p>The value reported in "Number of Remaining Payment Months" (positions 51-52) must be consistent with the number of non-blank Remaining Months flags (positions 54-65).</p> <p>Acceptable value is "Y" for completed and BLANK for <u>not completed</u>. Blank is assumed for any reported value other than 'Y'. Once 'Y' is reported for a given transaction, 'Y' will be assumed throughout the processing year.</p>
Date Enrolled (in this Award Year). This corresponds to Item 9 (Side 2) of the Pell Grant Payment Voucher.	67-70	4	Numeric; or Blank	<p>MMYY format. MM = 01 through 12; YY = 90 or 91.</p> <p>Date should not be less than 0790 unless the student's course overlaps two award periods, e.g., summer school students. If the student is expected to complete a payment period which is considered to be within the 1990-91 award year, but occurs in two award years, this date is the first day of enrollment within the 1990-91 award year and may be less than 0790.</p>

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INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>Institution Student ID/SSN Cross-Reference.</u> This is an optional field. If a student's actual Social Security Number or Student ID is different in your institution files from the one reported in the official SAR Record ID, your school Social Security Number or Student ID can be supplied in this field.</p> <p>Reporting of this field, however, in no way relieves the student of the responsibility of correcting an erroneous Social Security Number on the Student Aid Report.</p>	71-79	9	None	<p>None. This field can contain any cross-reference information useful to your institution in identifying student records internally. It will be reported back on the Pell Grant Processed Payment Data tapes and RDE reports. It is not retained in Pell Grant files, and is not used for identification purposes in Pell Grant student processing.</p>

Action Code. Code to indicate the type of record.

80

1

Alpha;
or Blank

Must be 'U' or BLANK.

For Update records (U), the record should match an existing record in Pell Grant files on the following identifiers:

- a. Pell Institution Number of Reporting Institution (positions 2-7 in the Header record);
- b. SAR Record ID (positions 2-14 in the Detail record);
- c. Pell Grant Index (positions 15-18 in the Detail record);
- d. Pell Institution ID of Campus Attended (positions 19-24 in Detail record).

For all other cases, leave this field blank.

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Examples:</u>				
Student A attends branch 2 of reporting campus 1 in the fall semester and branch 3 in the spring semester. Position 80 should be blank on the first submission of the student's data for branch 3, even though the branch 2 record exists in Pell Grant files.				
Student B attends reporting campus 4. After the student's data is reported and retained in Pell Grant files, the student brings in a revised SAR which is accepted for payment. Position 80 should be blank on the first submission of the student's data for the revised SAR even though the first record exists in Pell Grant files. (The revised SAR will carry a different Transaction Number on Side 2 above the "MAKE NO MARKS IN THIS BOX" block.)				
Student C attends branch 6 of reporting campus 5. The data record submitted for the student contained blanks for Pell Institution ID of Campus Attended. Position 80 should be blank when the data record is resubmitted for campus 6 because the previous record is <u>not</u> retained in Pell Grant files.				

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Student D attends reporting campus				Student D attends reporting campus
7. The data record submitted for the student contained a SAR Record ID and/or Pell Grant Index which did not match the corresponding fields of a record on the Pell Grant eligible student file. Position 80 should be blank when the data record is resubmitted for student D because the previous record is <u>not</u> retained in the Pell Grant files.				7. The data record submitted for the student contained a SAR Record ID and/or Pell Grant Index which did not match the corresponding fields of a record on the Pell Grant eligible student file. Position 80 should be blank when the data record is resubmitted for student D because the previous record is <u>not</u> retained in the Pell Grant files.
Student E attends reporting campus				Student E attends reporting campus
8. After the student's data is reported and retained in Pell Grant files, the student drops out. Position 80 should be 'U' when the revised payment data is submitted.				8. After the student's data is reported and retained in Pell Grant files, the student drops out. Position 80 should be 'U' when the revised payment data is submitted.
Secondary PGI. This corresponds to Item 10 (Side 2) of the Pell Grant Payment Voucher. This code indicates the use of the Secondary PGI in processing.	81	1	Numeric; or Blank	Must be BLANK or equal to '1' or '6'.
Filler	82-100	15	Blank	'1' - If you previously reported as making payments on a Secondary PGI and you want to go back to recognized payment on the Primary PGI. '6' - Secondary PGI used as reported in the Student Aid Application Processing System.
In the SAR Trailer Record, the following data are required:				Reserved for Pell Grant use.

Record Type
Constant of

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Number of Institution SAR Data Records submitted on this tape. i.e., SAR Detail (type 2) records. This corresponds to Item 13 (Section II) of the Institutional Payment Summary.</u>	2-7	6	Numeric, Unsigned	Should equal the number of SAR Payment Voucher detail records read by the Pell Grant computer program. Use leading zeros.
<u>Amount Paid to Date on Institution SAR Data Records submitted on this tape. This corresponds to Item 14 (Section II) of the Institutional Payment Summary.</u>	8-16	9	Numeric, Unsigned	Dollars only. Should equal the total dollar amount accumulated by the Pell Grant computer program from Amount Paid to Date (positions 42-45) for the SAR Detail records on the tape. Use leading zeros.
<u>Total Payments To Date to all Pell Recipients per school records. Represents the total cumulative amount paid to date to all Pell recipients according to your institution's records. This corresponds to Item 15 (Section II) of the Institutional Payment Summary.</u>	17-25	9	Numeric, Unsigned	Dollars only. Use leading zeros. This field is no longer optional.
<u>Financial Aid Administrator Name. This corresponds to Item 18 (Section II) of the Institutional Payment Summary.</u>	26-55	30	Alpha	Enter first and last name of the Financial Aid Administrator at your institution. May include blanks and special characters.
<u>FAA Telephone Number. This corresponds to Item 20 (Section II) of the Institutional Payment Summary.</u>	56-65	10	Numeric	Positions 56-58 must be area code and positions 59-65, the remainder of the Financial Aid Administrator's telephone number (without a dash).
Filler	66-100	35	Blank	

SPECIAL CONSIDERATIONS REGARDING THE SAR RECORD ID,
PELL GRANT INDEX AND TRANSACTION NUMBER

***** WARNING *****

YOU MUST USE THE SAR RECORD ID AND PELL GRANT INDEX EXACTLY AS PRINTED ON THE PELL GRANT PAYMENT VOUCHER DIRECTLY ABOVE THE "MAKE NO MARKS IN THIS BOX" BLOCK, OR FROM THE FEDERAL STUDENT AID APPLICANT TAPES, IN POSITIONS 2-18 OF THE DATA DETAIL RECORD. FAILURE TO DO SO WILL CAUSE THE RECORD TO BE REJECTED. WE WILL NOT RETAIN THESE RECORDS IN PELL GRANT DISBURSEMENT SYSTEM FILES.

The SAR Record ID appears on the Pell Grant Payment Voucher (Side 2) directly above the "MAKE NO MARKS IN THIS BOX" block, and in the Federal Student Aid Applicant Roster Data tapes. This identifier uniquely ties student award data to a particular physical voucher and to the application processing information from which the voucher was generated. YOU SHOULD RETAIN THE FULL THIRTEEN CHARACTER SAR RECORD ID AS CREATED BY THE FEDERAL STUDENT AID APPLICATION PROCESSING SYSTEM FOR EACH STUDENT IN YOUR PELL GRANT RECIPIENT DATA BASE.

The SAR Record ID consists of:

1. Social Security Number, if any, entered by the student on the original application, or the Federal Student Aid Identification Number (a dash followed by eight numbers) assigned by the Federal Student Aid Application Processing System if the student did not provide a Social Security Number.
2. The first two letters of the student's last name, as entered on the original application.
3. Transaction Number. The first Student Aid Report generated for a student will show Transaction Number 01. Subsequent updates to the student's application data, through the Federal Student Aid Application Processing System as reflected on revised SARs, carry consecutively assigned transaction numbers; i.e., 02 for the first correction, 03 for the second, etc.

The SSN and the name fields of the SAR Record ID remain constant for the processing year to maintain file-match and transaction number integrity.

Changes to student name or Social Security Number made throughout the processing year DO NOT AFFECT THE SSN AND NAME FIELDS OF THE SAR RECORD ID. Such changes are automatically detected in Pell Grant recipient processing when the corresponding SAR data record is submitted on a Recipient Data Exchange tape or cartridge. For the majority of students, the SSN and name fields of the SAR Record ID are identical to the information printed for student name and Social Security on the front of the Payment Voucher (and on Parts 1 and 2, Items 1 and 9 respectively). Where changes in SSN or name occur, or an assigned Federal Student Aid Identification Number is replaced by a Social Security Number, the SSN and/or name fields of the SAR Record ID will differ from the information shown in the other locations.

If the Social Security Number and/or name information appearing on Part 3 of the SAR are incorrect or the SAR Record ID on the back is non-unique, the student must submit corrections, or a new application, to the Federal Student Aid Central Processing System. The Federal Student Aid Central Roster Data tapes (both Abbreviated data and Full data) contain the original SSN/assigned Federal Student Aid Identification Number and name code, as well as the current SSN/assigned Federal Student Aid Identification Number and full student name as reported to the Federal Student Aid Central Processing System.

Many institutions recalculate the Pell Grant Index (PGI) as a result of their own (or ED-required) verification of applicant data. If the change in PGI (primary) is such that reprocessing through the Federal Student Aid Application Processing System is not required, the institution makes payment upon the existing Payment Voucher (or eligible applicant record). Reporting a recalculated (but not reprocessed) PGI on Recipient Data Exchange tapes, however, causes the transaction to be rejected since the transaction number and PGI reported are inconsistent with the corresponding fields in the eligible record for the student in the Pell Grant Disbursement System. To avoid such errors, your institution should retain the transaction number and PGI generated by the Federal Student Aid Central Processing System in your data base, in addition to the PGI you calculate. On your SAR data submission, you must report the transaction number and corresponding PGI, as generated by the Federal Student Aid Central Processing System, for the PGI data record to be accepted by the Pell Grant Disbursement System. You must not enter your secondary PGI in the Pell Grant Index (positions 15-18).

For students with multiple, eligible transactions, you must report the transaction accepted for payment (i.e., a valid SAR as defined in the Pell Grant regulations) to the Program. In some cases, this may not be the most recent eligible record for the student. If the SAR Record ID (original SSN, 2 character original name, transaction number) and PGI you report on the SAR data record are equal to the SAR Record ID and PGI on the Pell Grant Payment Voucher (or the Federal Student Aid Applicant Roster Data tape) for the eligible transaction you accepted for payment, the record will not be rejected by Pell Grant edits on record identifier and PGI, even if a more recent (higher transaction number) eligible record exists for the student.

ENCLOSURE 2

Pell Grant Processed Payment Data Record Format and Edit/Comment Codes
and
Student Payment Summary Data Record Format

RDE participants who submit Institution SAR Data records on tape or cartridge select the media for ED to use in returning the processed individual student records, i.e., the output from our processing of the tape or cartridge. Your choices are:

- Pell Grant Processed Payment Data Tape ONLY; or
- Pell Grant Processed Payment Data Cartridge ONLY; or
- Hardcopy Processed Payment Vouchers ONLY; or
- Both tape and hardcopy; or
- Both cartridge and hardcopy.

Institutions submitting SAR Data records on magnetic tape reels cannot request the output on cartridge.

The Pell Grant Processed Payment Data Tape or Cartridge output, described in Enclosure 2, provides information equivalent to the hardcopy Processed Payment Vouchers in terms of data elements, edit and assumption comments, and payment data change information. The format also supports the automated reconciliation of the counts and amounts presented on your IPS Batch Report.

In addition, if we detect a more recent (higher transaction number) record for a student in the Pell Grant eligible student file as of the date we process your Institution SAR Data records, your Processed Payment Data Tape or Cartridge includes selected fields from the more recent applicant record. Hardcopy Processed Payment Vouchers, however, include this data only when both tape and hardcopy Processed Payment Vouchers are requested.

If you request tape or cartridge output, your Processed Payment Data Tape or Cartridge contains a record for each detail (student) record on your Institution SAR Data Tape or Cartridge, as well as a record for any hardcopy student vouchers you submit with the same Institutional Payment Summary (IPS). If you submit an IPS with only hardcopy student vouchers (i.e., no tape or cartridge), you receive only hardcopy Processed Payment Vouchers back.

The Record Status Code (position 80 in the Processed Payment Data record) designates whether your input record was rejected, accepted with standard assumptions, duplicates data already accepted in Pell Grant files, or was accepted as you reported. Records we reject are of two types: (1) those which we retain in Pell Grant Disbursement System files, and which you correct through an update on a subsequent submission, and (2) those which we do not retain in Pell Grant Disbursement System files.

There are only five cases where we report a record back on your Processed Payment Data Tape or Cartridge, but do not retain that record in our files:

- a duplicate of an already accepted record from your institution;
- a record with a SAR Record ID and/or Pell Grant Index which does not match the corresponding fields of any record on the Pell Grant eligible student file;
- a record with an invalid Pell Institution Number of Campus Attended, if your campus is a reporting office for a branch campus system and that branch campus has a unique Pell ID;
- a record which specifies a non-existent or ineligible secondary PGI;
- a record with an assumed verification value of 'W' and Item 6 "Amount Paid to Date" and/or Item 7 "Remaining Amount to be Paid" greater than zero after the verification deadline has passed.

You must resubmit records rejected for any of the above five edit errors as a new record. Please note that such errors delay posting of these students to the files we use to determine your 1990-91 funding requirements. You also substantially increase the edit error resolution/correction and reporting activities you must perform if you fail to adhere to the RDE reporting requirements.

A completed Recipient Data Exchange Transmittal Form (Enclosure 4) must accompany each Institution SAR Data Record tape or cartridge. It includes a block to designate the type of output you wish to receive from your submission. After we process your Institution SAR Data Tape or Cartridge and IPS, we send you:

- Package 1. An IPS to use for your next submission and one copy of your IPS Batch Report.
- Package 2. Your Institution SAR Data Tape or Cartridge, RDE processing reports, and if requested, your Processed Payment Data Tape or Cartridge (with a copy of your IPS Batch Report). We print the data set name and volume-serial of your Processed Payment Data Tape or Cartridge on your IPS Batch Report.
- Package 3. If you request hardcopy Processed Payment Vouchers, we mail these as Package 3. We also include a copy of your IPS Batch Report.

We do not generate a hardcopy Processed Payment Voucher for input records we reject due to errors on SAR Record ID or PGI. We do report these records on your Processed Payment Data Tape or Cartridge if you request tape or cartridge output. These records are identified in the Recipient Data Exchange Error Report (CDS.64.D) and the SAR-To-Eligible Applicant File Match Discrepancy Report (CDS.64.F) contained in Package 2 above.

The record format for the Student Payment Summary Data Tape produced periodically, or upon your request, is nearly identical to the Processed Payment Data Tape or Cartridge. We include the differences at the end of Enclosure 2.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Record Type.</u>	1	1	Numeric	Constant '2'.
<u>SAR Record ID.</u> This ID consists of the three fields defined in positions 2-14 in the SAR Data Record Format. This corresponds to the SAR Record ID printed directly above the "MAKE NO MARKS IN THIS BOX" block (Side 2) of the Processed Payment Voucher.				Taken in combination, a <u>valid</u> SAR Record ID uniquely identifies a student on the Pell Grant eligible student file (from the Federal Student Aid Application Processing System). If the SAR Record ID provided on the Institution SAR Data record cannot be matched during RDE processing, no hardcopy Processed Payment Voucher is generated.
a. Social Security Number	2-10	9	Alphanumeric	Social Security Number, <u>as reported</u> on the Institution SAR Data record.
b. Name Code	11-12	2	Alphanumeric	First two letters of student's last name, <u>as reported</u> on the Institution SAR Data record.
c. Transaction Number	13-14	2	Numeric	Transaction Number, <u>as reported</u> on the Institution SAR Data record.
Pell Grant Index. This corresponds to the PGI printed directly above the "MAKE NO MARKS IN THIS BOX" block (Side 2) of the Processed Payment Voucher.	15-18	4	Numeric	PGI, <u>as reported</u> on the Institution SAR Data record. If the PGI provided on the Institution SAR Data record cannot be matched during RDE processing, no hardcopy Processed Payment Voucher is generated.

1990-91

RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Pell Institution ID of Campus Attended (by student).</u> This corresponds to Item 1 (Side 2) of the Processed Payment Voucher.	19-24	6	Numeric; or Blank	Pell Institution ID assigned to the campus the student is attending. If omitted or in error on the Institution SAR Data record, field will contain: Pell Institution Number of Reporting Campus (for Independent campuses); or BLANK (for Central campuses with participating branches).
<u>Academic Calendar.</u> This corresponds to Item 2 (Side 2) of the Processed Payment Voucher.	25	1	Numeric	If omitted or in error on the Institution SAR Data record, the following will be <u>used</u> (in the order shown): Academic Calendar already in Pell Grant files for Campus Attended (if the Campus Attended is different than the Reporting Campus); Academic Calendar on the IPS, if supplied with <u>this</u> submission; Academic Calendar already in Pell Grant files for the Reporting Campus. If the Academic Calendar cannot be obtained from the above alternate sources, Code '3' (Semester) will be <u>assumed</u> .

1990-91

RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
Filler	26	1	Blank	Unused.
<u>Cost of Attendance.</u> This corresponds to Item 3B (Side 2) of the Processed Payment Voucher.	27-31	5	Numeric	If omitted or in error on the Institution SAR Data record, 03800 will be <u>assumed</u> .
<u>Verification Status Code.</u> This corresponds to Item 4 (Side 2) of the Processed Payment Voucher.	32	1	Alpha	If omitted or in error on the Institution SAR Data record, one of the following will be <u>assumed</u> : N - Not selected (if student was not selected for verification by the Federal Student Aid Application Processing System); W - Without documentation (if student was selected for verification by the Federal Student Aid Application Processing System). If the 'W' is not corrected by an update record before the deadline date, the record will be rejected.
<u>Enrollment Status (Term Based Schools Only).</u> This corresponds to Item 5A (Side 2) of the Processed Payment Voucher.	33	1	Numeric; or Blank	If omitted and Academic Calendar (position 25) is equal to '2', '3', or '4', or is in error on the Institution SAR Data record, one of the following will be <u>assumed</u> : 1 - Full-time (Academic Calendar of '2', '3', or '4'); Blank - Data ignored (Academic Calendar of '1' or '5').

1990-91

RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only). This corresponds to Item 5B (Side 2) of the Processed Payment Voucher.	34-37	4	Numeric; or Blank	If omitted and Academic Calendar (position 25) is equal to '1' or '5', or is in error on the Insti- tution SAR Data record, one of the following will be <u>assumed</u> (in the order shown): Hours in School Academic Year from this SAR detail record; Hours in School Academic Year already in Pell Grant files for the Campus Attended (if the Campus Attended is different than the Reporting Campus); Hours in School Academic Year on the IPS, if supplied with <u>this</u> submission; Hours in School Academic Year already in Pell Grant files for the Reporting Campus. If Hours Expected to Complete in all Payment Periods cannot be obtained from the above alternate sources, the following will be <u>assumed</u> : 0024 (Academic Calendar of '1') 0900 (Academic Calendar of '5'). Blank - Data ignored (Academic Calendar of '2', '3', or '4').

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RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
Hours in School Academic Year (Clock-Hour; Non-standard Term Credit Hour Schools Only). This corresponds to Item 5C (Side 2) of the Processed Payment Voucher.	38-41	4	Numeric; or Blank	<p>If omitted and Academic Calendar (position 25) is equal to '1' or '5', or is in error on the Institution SAR Data record, one of the following will be <u>used</u> (in the order shown):</p> <p>Hours in School Academic Year already in Pell Grant files for the Campus Attended (if the Campus Attended is different than the Reporting Campus);</p> <p>Hours in School Academic Year on the IPS, if supplied with <u>this</u> submission;</p> <p>Hours in School Academic Year already in Pell Grant files for the Reporting Campus.</p> <p>If Hours in School Academic Year cannot be obtained from the above alternate sources, the following will be <u>assumed</u>:</p> <p>0024 (Academic Calendar of '1') 0900 (Academic Calendar of '5').</p> <p>Blank - Data ignored (Academic Calendar of '2', '3', or '4').</p>

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Amount Paid to Date.</u> This corresponds to Item 6 (Side 2) of the Processed Payment Voucher.	42-45	4	Numeric	If omitted or in error on the Institution SAR Data record, the amount assumed as a result of Pell Grant edits appears here. (See Enclosure 2 P. 24 for the description of assumptions on payment amounts.)
<u>Adjustment to Amount Paid Code.</u> This corresponds to Item 6, 'Recovery' box (Side 2) of the Processed Payment Voucher.	46	1	Alpha; or Blank	Will be blank unless the institution indicated 'R' (for recovery) and the total payment amount (sum of Amount Paid to Date and Remaining Amount to be Paid) on the Institution SAR Data record update transaction is lower than the total payment amount previously accepted for the student under the same SAR Record ID and the same Reporting/Attended campus.
<u>Remaining Amount to be Paid.</u> This corresponds to Item 7 (Side 2) of the Processed Payment Voucher.	47-50	4	Numeric	If omitted or in error on the Institution SAR Data record, the amount assumed as a result of Pell Grant edits appears here. (See Enclosure 2 P. 24 for the description of assumptions on payment amounts.)
<u>Number of Remaining Payment Months.</u> This corresponds to Item 8 (Side 2) of the Processed Payment Voucher.	51-52	2	Numeric	If omitted or in error on the Institution SAR Data record, the Number of Months assumed is equal to the number of remaining payments indicated by the "Months in which Remaining Payments will be Made" flags. If the "Months in which Remaining Payments will be Made" flags are all blank, the Number of Months assumed will be zero, i.e., student paid in full.

1990-91
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
Filler	53	1	Blank	Unused.
Months in which Remaining Payments will be Made. This corresponds to Item 8 (Side 2) of the Processed Payment Voucher.	54-65	12	Numeric; or Blank	Blank indicates that no remaining payment is to be made that month. If non-blank but in error on the Institution SAR Data record, the following will be assumed:
				54 July Assumption dependent upon the date given in Ending Date of Period Covered by Report which accompanied the SAR tape or cartridge.
				55 August
				56 September
				57 October
				58 November
				59 December
				60 January Assumption will be the last digit of the calendar year in which you will make these future payments, i.e., for the 1990-91 award year, the assumption will be '1'.
				61 February
				62 March
				63 April
				64 May
				65 June

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
For July through December, the assumptions are:				
	<u>Ending Date of Period</u>	<u>Assume 0</u>	<u>Assume 1</u>	
	070190-083190	July, Aug, Sept, Oct, Nov, Dec	-----	
	090190-093090	Aug, Sept, Oct, Nov, Dec	July	
	100190-103190	Sept, Oct, Nov, Dec	July, Aug	
	110190-113090	Oct, Nov, Dec	July, Aug, Sept	
	120190-123190	Nov, Dec	July, Aug, Sept, Oct	
	010191-013191	Dec	July, Aug, Sept, Oct, Nov	
	020191 or after	-----	July, Aug, Sept, Oct, Nov, Dec	

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
Verification Worksheet Completed. This corresponds to Item 4, 'Yes' box, (Side 2) of the Processed Payment Voucher.	66	1	Alpha; or Blank	If in error on the Institution SAR Data record, one of the following will be assumed: Blank - Verification Worksheet not Completed. 'Y' - Verification Worksheet Completed if reported on prior submission for this student, at the same Reporting/Attended Campus.
Date Enrolled (in this Award Year). This corresponds to Item 9 (Side 2) of the Processed Payment Voucher.	67-70	4	Numeric	If omitted or in error on the Institution SAR Data record, the Month and Year from the Ending Date of Period Covered by the Report which accompanied the SAR tape.
Institution Student ID/SSN Cross-Reference.	71-79	9	Alphanumeric	Institution Student ID/SSN Cross- reference, as reported on the Institution SAR Data record, if any.
Record Status Code. This corresponds to the Comments Section (Side 1) of the Processed Payment Voucher.	80	1	Alpha	Code designating results of Pell Grant processing for this detail record, as described by the following: R - Rejected; record <u>not</u> retained in Pell Grant files. E - Rejected with errors; record retained in Pell Grant files.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
				A - Accepted with assumptions; record retained in Pell Grant files.
				D - Duplicate of previously accepted data; <u>this</u> duplicate record not retained in Pell Grant files.
				I - Accepted as reported by the institution; record retained in Pell Grant files.
<u>Secondary PGI.</u> This corresponds to Item 10 (Side 2) of the Processed Payment Voucher.	81	1	Numeric; or Blank	Blank indicates that no secondary PGI was made. Non-blank indicates that the secondary PGI was used or provides a reason for the recogni- tion of payment on the primary PGI as reported.
<u>Filler</u>	82-100	15	Blank	Unused
<u>Reporting Campus.</u> This corresponds to Item 1 on the Institutional Payment Summary, and to positions 2-7 of the Institution SAR Data Header Record.	101-106	6	Numeric	Pell Institution Number of Reporting Campus.
<u>Batch Number.</u> This corresponds to the Batch Number shown on the IPS Batch Report.	107-114	8	Numeric	Batch number assigned in Pell Grant processing for this submission.
<u>Voucher Type.</u>	115	1	Alpha	Designates the data source for this detail record: T = Tape Blank = Payment Voucher/ Processed Payment Voucher

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RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Segment Number.</u>	116-117	2	Numeric	Value assigned during Pell Grant processing to a particular student record (segment).
<u>Process Date.</u>	118-123	6	Numeric	Date this record was processed by the Pell Grant Disbursement System (MMDDYY).
<u>Multiple Record Flag.</u>	124	1	Alpha	M = More than one record (segment) for this student (i.e. same original SSN and name code) at this Reporting Campus.
<u>Amount Disallowed Due to Errors/Assumptions.</u>	125-128	4	Numeric	Blank = Not a multiple record (segment). Amount disallowed by Pell Grant edits, if any. (The amount here is used in conjunction with the code in position 80 to reconcile this batch). Amount is zero if no disallowance applies.
<u>Amount of Net Accepted Change.</u>	129-132	4	Numeric	The net change to the student's award as a result of this record, as accepted by Pell Grant edits. (The amount here is used to reconcile this batch).
<u>Adjustment Sign.</u>	133	1	Alphanumeric	Amount is zero if the record is a duplicate or did not affect the student's payments. Type of Net Accepted Change. Decrease is -; Increase or zero change is +.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Previous Accepted Expected Disbursement.</u>	134-137	4	Numeric	Zeros if transaction is not an update to an existing record.
<u>Previous Cost of Attendance.</u>	138-142	5	Numeric; or Blank	Blank if transaction is not an update to an existing record.
<u>Previous Enrollment Status.</u>	143	1	Numeric; or Blank	Blank if transaction is not an update to an existing record.
<u>Previous Hours Expected to Complete in all Payment Periods This Award Year.</u>	144-147	4	Numeric; or Blank	Blank if transaction is not an update to an existing record.
<u>Previous Hours in School Academic Year.</u>	148-151	4	Numeric; or Blank	Blank if transaction is not an update to an existing record.
<u>Previous Accepted PGI.</u>	152-155	4	Numeric; or Blank	Blank if transaction is not an update to an existing record.
<u>Edit/Comment Codes.</u>	156-215	60	Alphanumeric	Up to thirty (30) two-digit codes indicating the results of Pell Grant processing. See Enclosure 2 P. 22.
<u>Reported Pell Institution ID of Campus Attended (by student).</u>	216-221	6	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Academic Calendar.</u>	222	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Cost of Attendance.</u>	223-227	5	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.

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RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Reported Verification Status Code.</u>	228	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Enrollment Status.</u>	229	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Hours Expected to Complete in All Payment Periods This Award Year.</u>	230-233	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Hours in School Academic Year.</u>	234-237	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Amount Paid to Date.</u>	238-241	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Adjustment to Amount Paid Code.</u>	242	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Remaining Amount to be Paid.</u>	243-246	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Number of Remaining Payment Months.</u>	247-248	2	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Months in which Remaining Payments will be Made.</u>	249-260	12	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Reported Secondary PGI.</u>	261	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Filler</u>	262-265	4	Blank	Unused.
<u>Current Social Security Number.</u>	266-274	9	Alphanumeric	Social Security Number, as altered by the student through the Federal Student Aid Application Processing System, for the Transaction Number reported on the Institution SAR Data record. This field is equal to the original SSN (positions 2-10) if the student has not changed SSN in the Application Processing System. Blank indicates this record could not be matched during RDE processing on SAR Record ID and/or PGI.
<u>Student Name.</u>	275-300	26	Alphanumeric	Full student name as it appears for the Transaction Number reported on the Institution SAR Data record. Last Name - 275-290 First Name - 291-299 Middle Initial - 300 Blank indicates this record could not be matched during RDE processing on SAR Record ID and/or PGI.

RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Highest Eligible Record Information from Federal Student Aid Application Processing System.</u>				
a. Transaction Number	301-302	2	Numeric; or Blank	Blank if no eligible record with a higher Transaction Number exists for the student as of the date we process your Institution SAR Data record. The five fields below are also blank if this record could not be matched during RDE processing on SAR Record ID and/or PGI. Transaction Number, as sequentially assigned by the Federal Student Aid Application Processing System. Range: 02 - 99. Example: If a student has three transactions on the Pell Grant eligible student file (e.g., 02, 03, 05) as of the date your Institution SAR Data record is processed, the data from Transaction Number 05 appears here if you report transaction 02 or 03. If you report Transaction Number 05, positions 301-314 are BLANK.
b. Pell Grant Index	303-306	4	Numeric; or Blank	PGI calculated by the Federal Student Aid Application Processing System for the Transaction Number specified in positions 301-302.
c. Filler	307	1	Blank	Unused.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
d. Institution Verification Selection Indicator	308	1	Alphanumeric	Designates whether the student was selected by the Federal Student Aid Application Processing System for institutional verification as of the Transaction Number specified in positions 301-302. * = Selected for verification Blank = Not selected for verification
e. Process Date for This Application Transaction	309-314	6	Numeric; or Blank	Date this Transaction Number (and the corresponding Student Aid Report) was processed by the Federal Student Aid Application Processing System. YY = 90 or 91; MM = 01 through 12; DD = 01 through 31.
<u>Reported Date Enrolled This Award Year.</u>	315-318	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Verification Worksheet Completed.</u>	319	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.

1990-91
RECIPIENT DATA EXCHANGE
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Segment Status (for Student Summary Data Record).</u>	320	1	Alpha; or Blank	For Student Payment Summary Data records, indicates whether the record on our files is active or inactive. A - Active Segment I - Inactive Segment For Processed Payment Data records, the Segment Status will be blank.

EDIT/COMMENT CODES

- 01 ORIGINAL SOCIAL SECURITY NUMBER INVALID OR NO-MATCH
- 02 NAME CODE NO-MATCH
- 03 TRANSACTION NUMBER INVALID OR NO-MATCH
- 04 PELL GRANT INDEX INVALID OR NO-MATCH
- 05 PELL INSTITUTION NUMBER OF CAMPUS ATTENDED INVALID - ASSUMPTION APPLIED
- 06 PELL INSTITUTION NUMBER OF CAMPUS ATTENDED INVALID - RECORD REJECTED
- 07 ACADEMIC CALENDAR INVALID - DEFAULT OR ASSUMPTION APPLIED
- 08 COST OF ATTENDANCE INVALID - ASSUMPTION APPLIED
- 09 VERIFICATION STATUS CODE INVALID - ASSUMPTION APPLIED
- 10 ENROLLMENT STATUS INVALID - ASSUMPTION APPLIED
- 11 ENROLLMENT STATUS NOT APPLICABLE - DATA IGNORED
- 12 HOURS EXPECTED TO COMPLETE IN ALL PAYMENT PERIODS INVALID - ASSUMPTION APPLIED
- 13 HOURS EXPECTED TO COMPLETE IN ALL PAYMENT PERIODS NOT APPLICABLE - DATA IGNORED
- 14 HOURS IN SCHOOL ACADEMIC YEAR INVALID - DEFAULT OR ASSUMPTION APPLIED
- 15 HOURS IN SCHOOL ACADEMIC YEAR NOT APPLICABLE - DATA IGNORED
- 16 AMOUNT PAID TO DATE INVALID - ASSUMPTION APPLIED
- 17 ADJUSTMENT CODE INVALID - NO RECOVERY APPLICABLE
- 18 ADJUSTMENT CODE INVALID - RECOVERY APPLICABLE
- 19 REMAINING AMOUNT TO BE PAID INVALID - ASSUMPTION APPLIED
- 20 NUMBER OF MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE INVALID - ASSUMPTION APPLIED
- 21 NUMBER OF MONTHS INCONSISTENT WITH REMAINING AMOUNT TO BE PAID - ASSUMED STUDENT PAID IN FULL
- 22 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE INVALID - ASSUMPTION APPLIED

23 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE INCONSISTENT WITH
REMAINING AMOUNT TO BE PAID - ASSUMED STUDENT PAID IN FULL

24 DATE ENROLLED INVALID

25 VERIFICATION WORKSHEET COMPLETED CODE INVALID - ASSUMPTION APPLIED

26 30% VERIFICATION LIMIT ASSUMPTION APPLIED

27 FAA ADJUSTED PGI CATEGORY INVALID - ASSUMPTION APPLIED

28 Not currently assigned

29 SECONDARY PGI INVALID - RECORD REJECTED

30 Not currently assigned

31 VERIFICATION STATUS 'W' AWARD SET TO ONE-HALF

32 INVALID VERIFICATION STATUS REPORTED AFTER DEADLINE DATE - RECORD
REJECTED

33- Not currently assigned
98

99 END OF EDIT/COMMENT CODES

DESCRIPTION OF ASSUMPTIONS ON
PAYMENT AMOUNTS

1. We calculate the
Reported Expected Disbursement =

Reported Amount Paid to Date (Item 6 on Payment Voucher) +
Reported Remaining Amount to be Paid (Item 7 on Payment Voucher)

Note: If Amount Paid to Date and/or Remaining Amount to be Paid are blank or non-numeric on an Institution SAR Data record, we determine if the incoming record corresponds to a record (segment) already in Pell Grant files from the same Reporting/Attended Campus.

- a) If not, we assume zero (0) for the non-reported field(s).
- b) If so, we use the accepted/assumed value(s) already in our files for the student at the same Reporting/Attended Campus for the non-reported field(s).

2. We use the PGI from the specified transaction, and the accepted (assumed) Cost of Attendance to obtain the Scheduled Pell Grant from the full-time Payment Schedule.

3. We calculate the Expected Disbursement Ceiling =

- a) Standard term institutions - For part-time students only

Scheduled Pell Grant X .5, rounded (if half-time)
Scheduled Pell Grant X .75, rounded (if three-quarter time)

Note: We are using linear reduction for the 1990-91 Award Year. If the Payment Schedule is based on linear reduction, then you must use the Half-Time and Three-Quarter Time Disbursement Schedules.

- b) Clock hour and non-standard term credit hour institutions - For students where assumed Hours Expected to Complete in all Payment Periods this Award Year < assumed Hours in School Academic Year only.

(Scheduled Pell Grant X assumed Hours Expected to Complete), rounded
Assumed Hours in School Academic Year

To avoid complications in results due to choice of decimal length, the calculation must be as shown (i.e., multiply, then divide).

Note: At a standard term school, we use the Scheduled Pell Grant (from the Full-time Payment Schedule) as the Expected Disbursement Ceiling for students with an enrollment status of Full-time or Other.

At a clock hour or non-standard term credit hour school, we use the Scheduled Pell Grant (from the Full-time Payment Schedule) as the Expected Disbursement Ceiling for students where Hours Expected to Complete in all Payment Periods This Award Year equals or exceeds the Hours in School Academic Year.

4. Your Reported Expected Disbursement must be less than or equal to the Expected Disbursement Ceiling we calculate to be valid. If it is not, we accept (assume) amounts as follows.

If your Reported Amount Paid to Date is less than our Expected Disbursement Ceiling:

- a. We accept Amount Paid to Date as you reported.
- b. We subtract the Expected Disbursement Ceiling from your Reported Expected Disbursement, giving the Excess amount.
- c. We subtract the Excess from your Reported Remaining Amount to be Paid and accept (assume) the difference as the Remaining Amount to be Paid.
- d. We disallow the Excess amount with an assumption comment.

If your Reported Amount Paid to Date is equal to our Expected Disbursement Ceiling:

- a. We accept Amount Paid to Date as you reported.
- b. We accept (assume) zero for the Remaining Amount to be Paid.
- c. We disallow your Reported Remaining Amount to be Paid as Excess with an assumption comment.

If your Reported Amount Paid to Date is greater than our Expected Disbursement Ceiling:

- a. We accept (assume) the Expected Disbursement Ceiling for the Amount Paid to Date.
- b. We accept (assume) zero for the Remaining Amount to be Paid.
- c. We subtract the Expected Disbursement Ceiling from your Reported Expected Disbursement, giving Excess amount.
- d. We disallow the Excess amount with an assumption comment.

Examples:

Student is attending a standard term semester school; student's PGI is 750 and Cost of Attendance is \$1600. The student's Scheduled Pell Grant is \$900. The student is attending three-quarter time. The student's Expected Disbursement for the award year is \$675 (for attendance in both terms at this PGI, Cost of Attendance and Enrollment Status).

	<u>Example 1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
If you report					
Amount Paid to Date	\$338	\$675	\$500	\$675	\$775
Remaining Amount to be Paid	\$337	\$ 0	\$250	\$125	\$100
We accept (assume)					
Amount Paid to Date	\$338	\$675	\$500	\$675	\$675
Remaining Amount to be Paid	\$337	\$ 0	\$175	\$ 0	\$ 0
We disallow	\$ 0	\$ 0	\$ 75	\$125	\$200

You should note that we apply the amount disallowed, if any, to Remaining Amount to be Paid first. We only reduce the Amount Paid to Date you report when it exceeds our Expected Disbursement Ceiling.

SPECIAL INFORMATION FOR RDE INSTITUTIONS

We send a hardcopy Student Payment Summary (SPS) to all reporting institutions. If you normally receive your Processed Payment Data Records on tape or cartridge, then you should receive a copy of your SPS on tape or cartridge also. The format of this tape will be identical to that of your Processed Payment Data Record previously discussed in this enclosure, except for the following data fields:

<u>Title of Data Field</u>	<u>Positions</u>
Institution Student ID/SSN Cross-reference	71 - 79
Previous Accepted Expected Disbursement	134 - 137
Previous Cost of Attendance	138 - 142
Previous Enrollment Status	143
Previous Hours Expected to Complete	144 - 147
Previous Hours in School Academic Year	148 - 151
Previous Accepted PGI	152 - 155
Reported Pell Institution ID of Campus Attended	216 - 221
Reported Academic Calendar	222
Reported Cost of Attendance	223 - 227
Reported Verification Status Code	228
Reported Enrollment Status	229
Reported Hours Expected to Complete	230 - 233
Reported Hours in School Academic Year	234 - 237
Reported Amount Paid to Date	238 - 241
Reported Adjustments to Amount Paid Code	242
Reported Remaining Amount to be Paid	243 - 246
Reported Number of Remaining Payment Months	247 - 248
Reported Months in which Remaining Payments will be Made	249 - 260
Reported Secondary PGI	261

These positions on your SPS Data Tape are left blank.

If you receive an SPS tape or cartridge and need only the paper copy, or if you only receive a paper copy and would like a tape or cartridge of your SPS as well, write your Recipient Data Exchange (RDE) specialist at the following address with your request:

Pell Grant Program
c/o Advanced Technology Inc.
12001 Sunrise Valley Drive
Box G-2.04
Reston, VA 22091

ENCLOSURE 3

Physical Specifications for Recipient Data Exchange Tapes or Cartridges

Enclosure 3 provides the physical specifications for your Recipient Data Exchange Tape or Cartridge. Part A describes the requirements to which your Institution SAR Data Tape or Cartridge input must conform. Part B describes the physical characteristics we will use for the Processed Payment Data Tape or Cartridge output (described in Enclosure 2). Part C describes the external label required for your Institution SAR Data Record Tape or Cartridge.

PHYSICAL SPECIFICATIONS FOR RECIPIENT DATA EXCHANGE TAPES OR CARTRIDGES**A. Input (from your Institution to the Pell Grant Disbursement System):**

1. Every Institution SAR Data Record Tape or Cartridge must conform to the following specifications:

Code	EBCDIC
Tracks	9
Density	800, 1600, or 6250 BPI for tape 38,000 BPI for cartridge
Characters per Record	100
Blocking Factor	80
Internal Labels	IBM-Compatible Standard OS/VS
Data Set Name	CDS.YRy.RDESAR.Vnnnnn where y = last digit of ending year of award year; nnnnn = last five digits of your Pell Institution Number

Your hardware must be capable of generating Institution SAR Data Tapes or Cartridges which conform to the physical and labeling specifications listed above. If sending tapes and the tapes do not have IBM-compatible OS/VS standard internal labels, you should provide unlabeled IBM-compatible data tapes. Tapes or cartridges with internal labels that are not IBM-compatible will not be processed.

Multiple data sets may be included on a single physical tape or cartridge, one data set per batch submitted. The physical tape or cartridge submitted must have IBM-compatible standard OS/VS internal labels in addition to the characteristics described above. The maximum number of data sets you can submit on any given tape or cartridge is one hundred (100).

2. Back-up Data

You should retain a back-up copy of each tape or cartridge you send to the Pell Grant Disbursement System. This expedites submission of a corrected tape or cartridge if your original submission is unprocessable.

B. Output (from the Pell Grant Disbursement System to your Institution)

The Processed Payment Data Tape or Cartridge, or the Student Payment Summary Data Tape or Cartridge that we generate from processing your Institution SAR Data records conforms to the following specifications:

Code	EBCDIC
Tracks	9
Density	1600 BPI for tape 38,000 BPI for cartridge
Characters per Record	320
Blocking Factor	20
Internal Labels	IBM-Compatible Standard OS/VS
Data Set Name	CDS.YRy.PELnnnnn.#bbbbbbb where y = last digit of ending year of award year; nnnnn = last five digits of your Pell Institution Number; bbbbbbb = last seven digits of the Batch Number we assigned to your input on Processed Payment Data Tape or Cartridge

OR

For Student Payment Summary Data Tapes, CDS.YRy.PELnnnnn.YTD where y = last digit of ending year of award year; nnnnn = last five digits of your Pell Institution Number.

If you have any questions about your system's capabilities to meet the above requirements, please contact a representative of your ADP services group or your hardware manufacturer.

C. External Tape or Cartridge Labels

The input tape or cartridge must be externally labeled with a properly completed facsimile of the label shown below. The volume-serial number should also appear on the strap attached to the tape reel or on the cartridge case and must agree with the volume-serial number on the external and internal labels of the tape (if it is a labeled tape) or cartridge. The information on your external label must be identical to the corresponding information on your Transmittal Form (Enclosure 4), as well as your tape's or cartridge's internal labels, if any. For example, the tape or cartridge volume-serial, which appears on the external label, the Transmittal Form, and your dump of internal labels, must be the same in each of these locations.

Sample External Label for Institution SAR Data Record Tape or
Cartridge

PELL GRANT
RECIPIENT DATA EXCHANGE

INST. NAME: _____
PELL INST. NO.: _____
TRANSMITTAL DATE: _____
VOLUME-SERIAL: _____
DSN: _____
DENSITY: _____ LABELS: _____ YES _____ NO

ENCLOSURE 4

Recipient Data Exchange Transmittal Form Check List

Your Recipient Data Exchange submission to the Pell Grant Program must include:

1. Your Institution SAR Data Record Tape or Cartridge which must conform to the specifications given in Enclosure 1, and which must be externally labeled as shown in Enclosure 3.
2. Your completed IPS if you are submitting both an Institution SAR Data Tape or Cartridge and hardcopy student vouchers for the same IPS.
3. Your RDE Transmittal Form (Enclosure 4). You must designate the type(s) of output you want from your submission in Item 13 of each Transmittal Form you send. You should keep a copy of your Transmittal Form for your records.
4. A dump of your tape which shows the:
 - a. Internal tape labels (if any),
 - b. Data header record,
 - c. First ten data detail records, and
 - d. Data trailer record.

Your institution's Financial Aid Administrator and RDE contact should review your submission package before mailing to verify that each item conforms to the RDE specifications, and to verify that information which appears in more than one location is reported consistently.

We provide an RDE Submission Check List on the back of the Transmittal Form to assist you in accurately preparing your package. If you fail to include a required item, or if the information is inaccurate, we may return your tape and the related vouchers to you for correction. After you complete your review of the Check List and your submission package for accurate and consistent information, you mail your submission to the address shown on the Transmittal Form.

**PELL GRANT PROGRAM
RECIPIENT DATA EXCHANGE TRANSMITTAL FORM**

ENCLOSURE 4

Page 2 of 3

1. Date: _____
2. Award Year: 19____ - ____
3. Pell Inst. No.: _____
4. Institution Name: _____
5. Address: _____
6. Input medium for student records (check one):
☐ Tape Only (IPS optional) ☐ Tape and hardcopy student vouchers (IPS required)
☐ Cartridge Only (IPS optional) ☐ Cartridge and hardcopy student vouchers (IPS required)
7. Ending date of period covered (Item 16 from accompanying IPS, if any): _____
8. Number of Tape or Cartridge Data Detail Records: _____
9. Number of hardcopy student vouchers with this submission, if any: _____
10. Tape Characteristics:
Tracks = 9 Block Size = 8000 Code = EBCDIC Record Length = 100
Density (check one):
☐ 800 BPI ☐ 38,000 BPI Internal Labels (check one):
☐ 1600 BPI (Cartridge) ☐ IBM-Compatible Standard OS/VS
☐ 6250 BPI ☐ Other; Specify _____
☐ None (unlabeled); ☐ 1,NL ☐ 2,NL
11. Tape or Cartridge Volume Serial: _____ (Must be identical to external/internal label volume-serial)
12. Data Set Name: _____
Enter the Data Set Name regardless of whether the tape has internal labels or is unlabeled.
The Data Set Name must be in the format CDS.YRy.RDESAR.Vnnnnn where nnnnn = last five digits of your Pell Institution Number and y = Ending Year of the Award Year.
13. Output medium for student records (check one):
☐ Tape Only (T) ☐ Tape and Processed Payment Vouchers (B)
☐ Cartridge Only (T) ☐ Cartridge and Processed Payment Vouchers (B)
☐ Processed Payment Vouchers Only (hardcopy) (HC)
14. Official Responsible for accompanying student data
Signature: _____
Name: _____
Title: _____
Telephone: () _____
15. Authorized Recipient Data Exchange Contact
Signature: _____
Name: _____
Title: _____
Telephone: () _____

WARNING: Your data will not be processed without a copy of this form (properly completed and with original signatures), and a dump which shows (a) the internal tape or cartridge labels (if any), (b) the data header record, (c) the first ten data detail records, and (d) the data trailer record, and your Institutional Payment Summary (with original signatures) if submitting both a data tape or cartridge and hardcopy vouchers. Hardcopy student vouchers included with your submission must be properly completed. Remember, cartridges must be standard label.

NOTE: If your submission does not include hardcopy student vouchers, do not submit an Institutional Payment Summary (IPS).

Pell Grant Recipient Data Exchange submissions must be sent to:

Pell Grant Program
P.O. Box 4158
Iowa City, IA 52244
ATTN: Recipient Data Exchange

CERTIFICATION - I certify that I have examined the accompanying student data, and all information is true and complete to the best of my knowledge. I understand that if I knowingly make false or misleading statements on this report, I am subject to a fine of up to \$10,000, imprisonment for up to 5 years, or both, under provision of the United States Criminal Code (including 18 U.S.C. 1001) (20 U.S.C. 1070a, 34 CFR 690.84)

RECIPIENT DATA EXCHANGE SUBMISSION CHECK LIST

ENCLOSURE 4

Page 3 of 3

Instructions: Use this check list to verify that you have included each item required for your Recipient Data Exchange submission.

- _____ 1. Externally labeled Institution SAR Data Record Tape or Cartridge
- _____ 2. Institutional Payment Summary - properly completed and signed - if submitting SAR information on both a data tape or cartridge and hardcopy documents
- _____ 3. Transmittal Form (properly completed and signed)
- _____ 4. Dump of tape or cartridge which shows the:
 - _____ a. Internal tape or cartridge labels, if any
 - _____ b. Data header record
 - _____ c. First ten data detail records
 - _____ d. Data trailer record

ENCLOSURE 5

Specifications for Reporting Recipient Data Changes

Enclosure 5 summarizes the requirements for reporting changes to student data records you have previously reported (and which we retain). Enclosure 1 gives the format you use for corrections or revisions to data you have previously reported. You must supply all data fields defined in the Institution SAR Data Record Format, even for update records. The chart in Enclosure 5 identifies whether you must supply revised data when changes occur, when to report such changes, and the processing actions we take for each type of change.

1990-91
RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
1. Student supplies a revised Student Aid Report (SAR) <u>which is valid</u> for payment to your institution.	a. Pell Grant Index (PGI) on revised SAR is different from the PGI on the SAR previously reported to the Pell Grant Program.	Yes, unless PGI increased. In the latter case, you may continue to pay on the previous SAR and you would <u>not</u> submit the revised SAR.	We create an additional record in the Pell Grant data base for the student. Note: The payment amount(s) for the transaction you originally reported will be set to <u>zero</u> .
b. Pell Grant Index on revised SAR is identical to the PGI on the SAR previously reported to the Pell Grant Program.	No. (However, if the student's revised SAR contains a corrected Social Security Number or Name, reporting is encouraged. Note that the Transaction Number of a revised SAR will be different than the Transaction Number of the SAR you previously reported.)	Optional.	Same as 1.a. above.
2. Change to Pell Institution ID of Campus Attended.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	We create an additional record in the Pell Grant data base for the student. Note: Your school must change the payment amounts for the student at the original campus attended.

1990-91
RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
3. Change to Academic Calendar.			
a. Credit hour (non-standard term) or Clock hour to Quarter, Semester, Trimester.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as l.a. above.
b. Quarter, Semester, Trimester to Credit hour (non-standard term) or Clock hour.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as l.a. above.
c. Credit hour (non-standard term) to Clock hour; or Clock hour to Credit hour (non-standard term).	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as l.a. above.
d. Quarter, Semester, Trimester to Quarter Semester, Trimester.	No	Optional.	New Academic Calendar replaces previous code in existing record.
4. Change to Cost of Attendance.			
a. Expected Disbursement at the revised cost is the same as the Expected Disbursement previously accepted/assumed.	No	Optional.	New Cost of Attendance, and previous cost, are retained in existing record.

1990-91
RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
b. Expected Disbursement at the revised cost is less than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 4.a. above.
c. Expected Disbursement at the revised cost is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 4.a. above.
5. Change to Verification Status.			
a. Verification status in Pell Grant files is other than W.	No	Optional.	New Verification Status Code replaces previous code in existing record.
b. Verification status in Pell Grant files is W.	Yes	When full documentation is received and verification is completed; no later than verification deadline date.	Same as 5.a. above. Note: The payment amount(s) for the student's record will be set to zero after the end of the required reporting periods if W has not been replaced with another verification status code submitted on subsequent record.
6. Change to Enrollment Status (Term based schools only).			
a. Expected Disbursement at the revised status is the same as the Expected Disbursement previously accepted/assumed.	No	Optional.	New Enrollment Status, and previous Enrollment Status, are retained in existing record.

1990-91
RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

<u>Data Change(s)</u>	<u>Reporting Required by Pell Grant Program</u>	<u>When to Report</u>	<u>Pell Grant Program Processing If Reported</u>
b. Expected Disbursement at the revised status is less than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 6.a. above.
c. Expected Disbursement at the revised status is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 6.a. above.
7. Change to Hours Expected to Complete in all Payment Periods This Award Year (Clock hour; non-standard term credit hour schools only).			
a. Expected Disbursement at the revised hours is the same as the Expected Disbursement previously accepted/assumed.	No	Optional.	New Hours Expected to Complete, and previous hours, are retained in existing record.
Expected Disbursement at the revised hours is less than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 7.a. above.

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RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
c. Expected Disbursement at the revised hours is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 7.a. above.
8. Change to Hours in School Academic Year (Clock hour; non-standard term credit hour schools only).	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	Same as 7.a. above.
9. Change to student's Expected Disbursement (i.e., sum of Amount Paid to Date and Remaining Amount to be Paid).	Yes	Next submission; no later than last submission for the award year (December 31, 1991).	New Expected Disbursement, and previous Expected Disbursement, are retained in existing record.
10. Change to Number of Remaining Payment Months, Months in which Remaining Payments will be Made.			
a. Number of Remaining Payment Months is less than originally reported; or Months in which Remaining Payments will be Made are earlier than originally reported.	No. (However, if such changes apply to a significant number of students, reporting is encouraged so that your funding is adjusted forward, and/or upward if necessary.	Optional.	New Number of Remaining Payment Months and/or Months in which Remaining Payments will be Made replaces previous data in existing record.
b. Number of Remaining Payment Months is more than originally reported, or Months in which Remaining Payments will be Made are later than originally reported.	No. (However, if such changes apply to a significant number of students and the delay in payment is more than one (1) month, reporting is encouraged.	Optional.	Same as 10.a. above.

1990-91
RECIPIENT DATA EXCHANGE
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

<u>Data Change(s)</u>	<u>Reporting Required by Pell Grant Program</u>	<u>When to Report</u>	<u>Pell Grant Program Processing If Reported</u>
11. Change to Date Enrolled.	No	Optional.	New Date Enrolled replaces previous date in existing record.
12. Change to Verification Worksheet Completed.	No	Optional.	New Verification Worksheet Completed Code replaces previous data in existing record. Note: Once reported as 'Y', the Verification Worksheet Completed remains 'Y' for the duration of the processing year.
13. Change to Secondary PGI.	No However, if the student's Expected Disbursement changes, see (9) above.	Optional	Payment on secondary PGI replaces previous data in existing record. If previously reported as making a payment on a secondary PGI and a payment is now being made on the primary PGI, a '1' must be reported.

ENCLOSURE 6

**Data Location Comparison Chart for the Payment Voucher,
Institution SAR Data Records,
Processed Payment Data Record, and Processed Payment Voucher**

Enclosure 6 provides a cross-reference chart comparing Student Hardcopy Payment Vouchers and Processed Payment Vouchers that you may elect to receive, to the Institution SAR Data Record Tape and Processed Payment Data Tape. Where a data field appears on the Payment Voucher or Processed Payment Voucher, the chart indicates the form abbreviation and corresponding Item number.

1990-91

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher		Institution SAR Data		Pell Grant		Hardcopy	
	Location		Record Location (Record Type 2)		Data Record Location		Processed Payment Voucher Location	
Record Type	--		1		1		--	
SAR Record ID								
Original SSN	Directly above		2-10		2-10 As reported		Directly above "MAI	
Original Name Code	"MAKE NO MARKS IN		11-12		11-12 As reported		NO MARKS IN THIS B	
Transaction Number	THIS BOX" block (Side 2)		13-14		13-14 As reported		block (Side 2)	
Pell Grant Index	Directly above		15-18		15-18 As reported		Directly above "MAI	
	"MAKE NO MARKS IN						NO MARKS IN THIS B	
	THIS BOX" block						block (Side 2); al	
	(Side 2); also						beside "PGI" (Side	
	beside "PGI"							
	(Side 1)							
Pell Institution ID of Campus Attended	Item 1 (Side 2)		19-24		19-24 As edited		Item 1 (Side 2)	
Academic Calendar	Item 2 (Side 2)		25		25 As edited		Item 2 (Side 2)	
Filler	--		26		26		--	
Cost of Attendance	Item 3B (Side 2)		27-31		27-31 As edited		Item 3B (Side 2)	
Verification Status Code	Item 4 (Side 2)		32		32 As edited		Item 4 (Side 2)	
Enrollment Status (Term Based Schools Only)	Item 5A (Side 2)		33		33 As edited		Item 5A (Side 2)	

1990-91

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher Location	Institution SAR Data Record Location (Record Type 2)	PELL Grant		Hardcopy
			Processed Payment Data Record Location	Processed Payment Voucher Location	
Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only)	Item 5B (Side 2)	34-37	34-37 As edited	Item 5B (Side 2)	
Hours in School Academic Year (Clock-Hour; Non- standard Term Credit Hour Schools Only)	Item 5C (Side 2)	38-41	38-41 As edited	Item 5C (Side 2)	
Amount Paid to Date	Item 6 (Side 2)	42-45	42-45 As edited	Item 6 (Side 2)	
Adjustment to Amount Paid Code	Item 6 (Side 2)	46	46 As edited	Comments (Side 1)	
Remaining Amount to be Paid	Item 7 (Side 2)	47-50	47-50 As edited	Item 7 (Side 2)	
Number of <u>Remaining</u> Payment Months	Item 8 (Side 2)	51-52	51-52 As edited	Item 8 (Side 2)	
Filler	--	53	53	--	
Months in which <u>Remaining</u> Payments will be Made	Item 8 (Side 2)	54-65	54-65 As edited	Comments (Side 1); Item 8 (Side 2)	
Verification Worksheet Completed	Item 4 (Side 2)	66	66 As edited	Item 4 (Side 2)	
Date Enrolled (in this Award Year)	Item 9 (Side 2)	67-70	67-70 As edited	Item 9 (Side 2)	

1990-91
RECIPIENT DATA EXCHANGE
DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher Location	Institution SAR Data Record Location (Record Type 2)	Pell Grant Processed Payment Data Record Location	Hardcopy Processed Payment Voucher Location
Institution Student ID/SSN Cross-Reference (Optional)	---	71-79	71-79 As reported	--
Action Code	--	80	--	--
Record Status Code	--	--	80	Comments (Side 1)
Secondary PGI	Item 10 (Side 2)	81	81	Item 10 (Side 2)
Filler	--	82-100	82-100	--
Reporting Campus	IPS Batch Report	--	101-106	IPS Batch Report
Batch Number	--	--	107-114	Comments (Side 1); IPS Batch Report
Voucher Type	--	--	115	Comments (Side 1)
Segment Number	--	--	116-117	Within "MAKE NO MARKS IN THIS BOX" block (Side 2)
Process Date	--	--	118-123	IPS Batch Report
Multiple Record Flag	--	--	124	--
Amount Disallowed Due to Errors/Assumptions	--	--	125-128	Comments (Side 1); totals to IPS Batch Report (Item 5)
Amount of Net Accepted Change	--	--	129-132	Comments (Side 1); totals to IPS Batch Report (Item 6)

1990-91

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher		Institution SAR Data		Pell Grant		Hardcopy	
	Location		Record Location (Record Type 2)		Data Record Location		Processed Payment Voucher Location	
Adjustment Sign	--		--		133		Comments (Side 1); totals to IPS Batch Report (Item 6)	
Previous Accepted Expected Disbursement	--		--		134-137		Comments (Side 1)	
Previous Cost of Attendance	--		--		138-142		Comments (Side 1)	
Previous Enrollment Status	--		--		143		Comments (Side 1)	
Previous Hours Expected to Complete in all Payment Periods This Award Year	--		--		144-147		Comments (Side 1)	
Previous Hours in School Academic Year	--		--		148-151		Comments (Side 1)	
Previous Accepted PGI	--		--		152-155		Comments (Side 1)	
Edit/Comment Codes	--		--		156-215		Comments text (Side 1)	
Reported Pell Institution ID of Campus Attended (by student)	--		19-24 As reported		216-221*		Comments (Side 1)	
Reported Academic Calendar	--		25 As reported		222*		Comments (Side 1)	
Reported Cost of Attendance	--		27-31 As reported		223-227*		Comments (Side 1)	

*Will be blank if data reported on the Institution SAR Data Record is accepted by RDE edits.

1990-91

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher		Institution SAR Data		PELL Grant		Hardcopy	
	Location		Record Location (Record Type 2)		Processed Payment Data Record Location		Processed Payment Voucher Location	
Reported Verification Status Code	--		32 As reported		228*		Comments (Side 1)	
Reported Enrollment Status	--		33 As reported		229*		Comments (Side 1)	
Reported Hours Expected to Complete in all Payment Periods This Award Year	--		34-37 As reported		230-233*		Comments (Side 1)	
Reported Hours in School Academic Year	--		38-41 As reported		234-237*		Comments (Side 1)	
Reported Amount Paid to Date	--		42-45 As reported		238-241*		Comments (Side 1)	
Reported Adjustment to Amount Paid Code	--		46 As reported		242*		Comments (Side 1)	
Reported Remaining Amount to be Paid	--		47-50 As reported		243-246*		Comments (Side 1)	
Reported Number of Remaining Payment Months	--		51-52 As reported		247-248*		Comments (Side 1)	
Reported Months in which Remaining Payments will be Made	--		54-65 As reported		249-260*		Comments (Side 1)	
Reported Secondary PGI	--		81 As reported		261*		Comments (Side 1)	

*Will be blank if data reported on the Institution SAR Data Record is accepted by RDE edits.

1990-91

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT VOUCHER, INSTITUTION SAR DATA RECORD,
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT VOUCHER

Title	Payment Voucher		Institution SAR Data		Pell Grant		Hardcopy	
	Location		Record Location (Record Type 2)		Data Record Location	Processed Payment	Voucher Location	Processed Payment
Filler	--		82-85		262-265		--	--
Current Social Security Number	Beside "SSN" (Side 1)		--		266-274		Beside "SSN" (Side 1)	
Student Name	Side 1		--		275-300		Side 1	
Highest Eligible Record								
Transaction Number	--		--		301-302		--	
Pell Grant Index	--		--		303-306		--	
Filler	--		--		307		--	
Institution Verification	--		--		308		--	
Selection Indicator								
Process Date	--		--		309-314		--	
Reported Date Enrolled This Award Year	--		67-70 As reported		315-318*		Comments (Side 1)	
Reported Verification Worksheet Completed	--		66 As reported		319*		Comments (Side 2)	
Segment Status	--		--		320		--	

*Will be blank if data reported on the Institution SAR Data Record is accepted by RDE edits.

ENCLOSURE 7

Recipient Data Exchange/Applicant Roster Data Tape Chart

In January 1990, Action Letter #10 was distributed with the specifications for the 1990-91 Federal Student Aid Applicant Data tapes. These tapes are produced by the Federal Student Aid Application Processing System for institutions which have requested this service.

If you are currently receiving either the Abbreviated or Full Data tape from the Federal Student Aid Application Processing System, you may elect to build your preliminary Pell Grant recipient data base by extracting data elements from the eligible records from these tapes.

This procedure accommodates eligible applicants who indicated possible attendance at your institution. For those eligible applicants attending your institution who do not appear on your Applicant Data tape, you could manually enter the required data elements into your data base from the hardcopy Student Aid Reports or Electronic Student Aid Reports (ESARs). Alternatively, you may have the student submit a SAR correction to the Federal Student Aid Application Processing System, specifying the name and address of your institution. The student (and parent/guardian, if applicable) must sign the certification on Part 2 of the SAR. After processing of this SAR correction, the student's data will appear on your next scheduled Applicant Data tape.

You must not submit Institution SAR Data records for ineligible Pell Grant applicants or students who do not actually attend classes. Pell Grant regulations prohibit disbursements to these students. If you use the Applicant Data tapes to build your preliminary Pell Grant recipient data base, you must be certain that:

1. The recipient data you submit to the Program as Institution SAR Data records accurately reflect the data that appeared on the SAR which the student submitted to your institution and on which you based payment;

AND

2. The recipient data you submit to the Program as Institution SAR Data records do not include students who actually enroll and attend classes elsewhere.

During the award period, you post disbursements, recoveries, and other changes to your Pell Grant recipient data base. Reporting of such changes to the Pell Grant Program must conform to the specifications provided in Enclosure 5.

RECIPIENT DATA EXCHANGE/APPLICANT DATA TAPE
COMPARISON CHART

Data Elements	Institution SAR Data Record	Applicant Data Tape (Abbreviated)	Applicant Data Tape (Full Data)
	Position(s)	Position(s)	Position(s)
1. Record Type 2	1		
2. Original Social Security Number	2-10	37-45	38-46
3. Original Name Code	11-12	46-47	47-48
4. Transaction Number	13-14	48-49	49-50
5. Primary Pell Grant Index	15-18	116-120	438-442
6. Pell Institution ID of Campus Attended	19-24		
7. Academic Calendar	25		
8. Not used - leave blank	26		
9. Cost of Attendance	27-31		
10. Verification Status Code *	32		
11a. Enrollment Status (Term Based Schools Only); or	33		
11b. Hours Expected to Complete in All Payment Periods in This Award Year (Clock-Hour; Non-standard Term Credit Hours Schools Only), and	34-37		
11c. Hours in School Academic Year (Clock-Hour; Non-standard Term Credit Hour Schools Only)	38-41		

RECIPIENT DATA EXCHANGE/APPLICANT DATA TAPE
COMPARISON CHART

Data Elements	Institution SAR Data Record	Applicant Data Tape (Abbreviated)	Applicant Data Tape (Full Data)
	Position(s)	Position(s)	Position(s)
12. Amount Paid to Date	42-45		
13. Adjustment to Amount Paid Code	46		
14. Remaining Amount to be Paid	47-50		
15. Number of Remaining Payment Months	51-52		
16. Not used - leave blank	53		
17. Months in which Remaining Payments will be Made	54-65		
18. Verification Worksheet Completed	66		
19. Date Enrolled in This Award Year (MMYY)	67-70		
20. Institution Student ID/SSN Cross-Reference	71-79		
21. Action Code	80		
22. Secondary PGI Indicator	81		
23. Not used - leave blank	82-100		

* Position 124 in the Abbreviated Data tape and position 452 in the Full Data tape will be blank if the student was not selected for verification by the Federal Student Aid Application Processing System (See "Dear Colleague" P-88-2 for definition of non-blank values.)

ENCLOSURE 8

Common Problems Encountered in Processing Recipient Data Exchange Submissions

The growth in RDE participation, along with the more frequent Program reporting requirements for institutions funded at \$750,000 or more, have increased the opportunity for problems to occur during tape processing and have limited the amount of time we can devote to special handling of individual institutional tapes. To help us give you the best possible turnaround in processing your data, we urge you to review the common processing problems described in Enclosure 8 with your systems personnel and take whatever action is needed to prevent these problems from occurring with your RDE submissions.

COMMON PROBLEMS ENCOUNTERED IN
PROCESSING RDE SUBMISSIONS

1. Institution does not submit a complete RDE package.

Each of your RDE submissions must contain:

- (1) your Institution SAR Data Record Tape or Cartridge, externally labeled (and consistent with internal labels, if any);
- (2) your completed Institutional Payment Summary (IPS) with an original signature, if you are submitting SAR information on a data tape in addition to submitting hardcopy vouchers;
- (3) your Recipient Data Exchange Transmittal Form, completed correctly with consistent tape or cartridge label information and with appropriate official signatures; and
- (4) a dump of your tape or cartridge which shows the:
 - (a) internal tape or cartridge labels (if any),
 - (b) data header record,
 - (c) first ten data detail records, and
 - (d) data trailer record.

Your dump must contain character representation of the required data. Processing of your tape may be delayed if you only provide hexadecimal representation.

2. Institution uses a Department of Education Processed Payment Output Tape or Student Payment Summary Data Tape with a volume serial number starting with "W" to submit payment data.

We transmit Processed Payment Data and Student Payment Summary Data on Department of Education (ED) owned tapes. The external labels on these tapes all contain a volume serial number beginning with a "W" ("S" or "R" for cartridges). We cannot process these "W-tapes" in addition to tapes beginning with "B", "E", "R", "S", and "T" until we alter the external volume serial number. If the tape is internally labeled, we have to use additional special handling techniques. Each special step takes time and delays the processing of your tape.

NOTE: The external label on all W-tapes ("S" or "R" for cartridges) you receive states that you must return them to us within 30 days. The Pell Grant Program is required to pay for each tape not returned within this time; therefore, it is imperative that you comply with these instructions. Processed Payment Data (PDD) tapes and Student Payment Summary (SPS) tapes should be returned to the same mailing address to whom you send your institution's Payment Data (PD) tapes (see Enclosure 4 P. 2). Non-compliance may result in a termination in RDE participation.

3. Institution submits a tape with inconsistent external/internal volume-serial number and/or data set name.

To process standard labeled tapes, we access the data using the volume-serial number and data set name cited on the external tape label and on the RDE Transmittal Form. This information should always be identical in both places. Our processing of your tape STOPS if either or both of these two items in the internal label do not match. We must then determine what the internal label volume serial number and data set name are in order to access the data on the tape and must utilize "by-pass" label access methods, which may result in additional processing errors and delays.

To process unlabeled tapes, ED must still use a volume serial number for identification purposes. The institution must put the volume serial number assigned to the tape on the tape strap, or the external label of the tape and in Item 11 'Volume Serial Number' on the RDE Transmittal Form. This number is very important since it is used to identify the tape and track it through processing.

NOTE: The proper data set name is CDS.YR1.RDESAR.Vnnnnn for the 1990-91 award year, where nnnnn equals the last five digits of your Pell Institution Number. DO NOT deviate from this format. This identifies both the award year and your school as the originator.

4. Institution submits a tape with the wrong award year in positions 27-28 of the data header record.

The only valid entry for the 1990-91 award year is '91'. Our processing of your tape STOPS if you use the wrong "Ending Year of Award Year" in the data header record. We will return your tape for correction and resubmission if the award year is incorrect or inconsistent with your IPS and/or RDE Transmittal.

5. Institution submits incorrect and/or incomplete RDE Transmittal Forms.

Special handling is required when the information on your tape or the specifications used to generate the tape differ from what you enter on your RDE Transmittal Form. Your Transmittal should accurately present the information we need to access the data on your tape. You must enter the specifications used to generate the tape (i.e., labeled/unlabeled, blocking factor, etc.) correctly on the Transmittal. All items must be completed. For labeled tapes, the data set name and the volume-serial number cited on the Transmittal must match the data set name and volume-serial in the internal label on the tape.

NOTE: Enclosure 4 of this letter provides a checklist which you should use to verify that you have included each item, including the Transmittal, required for your RDE submission.

6. Institution submits a tape or cartridge with 'Financial Aid Servicer Number' in positions 90-91.

Must be BLANK or a zero-filled, right-justified number which represents the Financial Aid Servicer that submits batch transmissions for your institution. This has been a problem as some institutions have put invalid numeric characters in these positions. If your institution is not being serviced by a valid Financial Aid Servicer, you must leave positions 90-91 BLANK.

7. Institution must submit an Institutional Payment Summary (IPS) when submitting hard copy Payment Vouchers.

If an institution submits hardcopy Payment Vouchers with a magnetic tape or cartridge, a completed and signed IPS must accompany these Payment Vouchers.

ENCLOSURE 9

Test Data Submission and Approval Procedures for
New Recipient Data Exchange Participants
and
Pell Grant Recipient Data Exchange Certification

If your institution is already actively participating in Recipient Data Exchange, approval for you to participate in RDE is automatically renewed each year unless we encounter serious and continuing difficulties with your reporting. A new participation certification is also required if your institution has undergone an ownership change. If you are entering Recipient Data Exchange for the first time in 1990-91, you are subject to the Test Data Submission and Approval procedures in Enclosure 9. If you have determined that reporting of Pell Grant recipient data using RDE is feasible and practicable for your institution for this award year, you must complete and submit the Recipient Data Exchange Certification. If you do not already have a Recipient Data Exchange Certification and need to complete one, you may use the one in this enclosure. Should you have any questions concerning how to complete the form, you should contact an RDE Specialist at (202) 708-9168.

Your school's authorized Financial Aid Administrator and Recipient Data Exchange contact person must each sign the Certification. You mail the completed and signed form to the address on the Certification. You may send your test tape with your Certification or to the same address at a later date. Enclosure 1 gives the data record specifications to use for your test tape.

**TEST DATA SUBMISSION AND APPROVAL PROCEDURES
FOR NEW RDE PARTICIPANTS**

If you elect to participate in Recipient Data Exchange for submission of SAR data in tape form, you must send a SAR test tape to the Pell Grant Program for approval before you send any actual SAR data. You may send your test tape with your Certification or at a later date. This tape permits us to verify that your data meets the Recipient Data Exchange specifications. If you only elect to receive your Student Payment Summary in tape form (Option 3 of your Certification), you are not subject to the test data requirement. See pages 3, 4, and 5 of this enclosure for a copy of the RDE Certification.

You must prepare your test tape according to the Institution SAR Data Record specifications in Enclosures 1 and 3, using contrived student identifying data rather than "live" student data. This is consistent with the requirements of the Family Educational Rights and Privacy Act (34 CFR Part 99), and enables you to produce your test tape before students actually enroll. Your test submission to us must include:

1. A test tape which
 - a. is externally labeled (see Enclosure 3);
 - b. contains at least 10 and no more than 25 detail records;
 - c. consists of contrived data, as described above; and
 - d. is labeled "test tape" on the external label.
2. A properly completed and signed RDE Transmittal Form , marked "Test Tape" (see Enclosure 4);
3. A dump of the test tape which shows the:
 - a. internal tape labels (if any),
 - b. data header record (record type 1),
 - c. data detail records (record type 2), and
 - d. data trailer record (record type 3).

You must send the test tape and related documents to the following address:

Pell Grant Program
c/o Advanced Technology Inc.
12001 Sunrise Valley Drive
Box G-2.04
Reston, VA 22091

You should allow approximately twenty (20) working days following our receipt of your test data for the review.

After we review your test data, we will return it to you with a letter telling you if it was acceptable or unacceptable. If your test data does not meet the required specifications or is unprocessable, you

must repeat the test cycle with corrected data. Your institution may not submit actual data tapes until you have provided us with acceptable test data and a properly signed RDE Certification. Also, you must continue to meet the Program reporting requirements by submitting your Institutional Payment Summary with properly completed hardcopy Payment Vouchers by the scheduled reporting dates until you provide us with acceptable test data. If you do not meet these reporting requirements, we must withhold any upward adjustments to your Pell Grant Authorization.

If you are submitting multi-data test tapes, you must:

1. Include Items 1, 2, and 3 from Enclosure 9, Page 1;
2. Submit one RDE transmittal sheet per data set;
3. Submit no less than 5 data sets;
4. Provide a printout showing the sequence of data sets on the tape and list them by data set name; and
5. Include identical internal and external labels.

Once we have notified you that your test data are acceptable, you may begin submitting SAR tapes with actual student data. Only one acceptable test tape is required for any institution. We do not require a test tape each year.

PELL GRANT DATA EXCHANGE CERTIFICATION
(Certification Regarding Institutional Participation in the
Pell Grant Floppy Disk Data Exchange or
Recipient Data Exchange Process)

Name of Institution

Pell Institution No.

Street

Entity Number

City

State Zip Code

(and its agents), hereafter referred to as the institution, hereby agrees to comply with all applicable provisions pursuant to Part A, Subpart 1 of Title IV of the Higher Education Act of 1965, as amended (20 U.S.C. 1070a), the regulations promulgated thereunder (34 CFR, Part 690), and such policy statements as may from time-to-time be promulgated by the U.S. Department of Education regarding the administration of the Pell Grant Program, as those provisions apply to participation in the Pell Grant Data Exchange designated below. The institution agrees to maintain the payment data which it submits for five years beyond the end of the award year for which the data is applicable (retention on microfilm, microfiche is acceptable). The completion and retention of the Payment Voucher (SAR Part 3) is not required, provided that the institution maintains or can generate all information collected on the Payment Voucher in an acceptable hardcopy (or microfilm or microfiche) form for each Pell Grant recipient.

PLACE AN X IN PART A OR PART B BOX TO INDICATE YOUR METHOD OF PARTICIPATION AND COMPLETE PART C.

A. FLOPPY DISK DATA EXCHANGE PARTICIPATION ☐

Sending student payment data and receiving processed payment data on pre-formatted floppy disks and receiving the Student Payment Summary as hardcopy. (Check one): ☐ 5 1/4" ☐ 3 1/2"

B. RECIPIENT DATA EXCHANGE PARTICIPATION ☐

(Check one):

- _____ 1. Sending student payment data and receiving processed payment data by magnetic tape or cartridge, and receiving the Student Payment Summary tape (with hard-copy report);
- _____ 2. Sending student payment data by magnetic tape or cartridge, and receiving Processed Payment Vouchers and the Student Payment Summary as hard-copy;
- _____ 3. Receiving only the Student Payment Summary on tape (in addition to the hardcopy report).

C. CERTIFICATION AND SIGNATURES

The institution agrees that the "Official Signature Flag" in the header record of its submissions constitutes certification that the data submitted have been examined and all information is true and complete to the best of the institution's knowledge. The institution understands that the name and telephone number of an authorized institutional official must be provided in the trailer record of its submissions and that an authorized institutional official must:

- (1) Sign the Tape Transmittal (for RDE Tape submissions); OR
- (2) Complete the Submission Authorization on the diskette (for Floppy Disk submissions).

Signature of Authorized Institutional Official Date

Name (Print or Type)

Title (Print or Type)

()

Telephone

Signature of Institutional Data Exchange Contact Date

Name (Print or Type)

Title (Print or Type)

()

Telephone

RECEIVED
JUL 9 1990
DEPOSITORY

Return to: Pell Grant Program
 c/o Advanced Technology Inc.
 12001 Sunrise Valley Drive
 Box G-2.04
 Reston, VA 22091